

## DC STARS Progress Report/Report Card Printing Process

For schools that opt to have their progress reports and/or report cards printed centrally rather than locally at their school, the process is as follows:

1. Schools run progress reports/report cards or other related DC STARS mark reports, to assure that there are no missing marks for students prior to distribution.
2. Schools notify their Instructional Superintendent's Office that they are ready and are requesting to have progress reports/report cards printed centrally. Schools give the following information:
  - a. Number of copies being requested (not exceed 3 copies)
  - b. Sort order (alphabetically, grade or homeroom) **EERC – by teacher**
  - c. Contact person at school for delivery
3. Instructional Superintendent's Office verifies that the school is indeed ready to print (no missing marks or other issues). The Instructional Superintendent's Office makes a request to have the progress reports/report cards printed at [Stars.Help@dc.gov](mailto:Stars.Help@dc.gov) and provides the following information:
  - a. Number of copies being requested (not exceed 3 copies)
  - b. Sort order (alphabetically, grade or homeroom) **EERC – by teacher**
  - c. Contact person at school for delivery
4. The DC STARS Team will produce the progress reports/reports cards via DC STARS and submit them to print at the warehouse on the high speed printer.
5. The DC STARS Team will email [warehouse.dcps@dc.gov](mailto:warehouse.dcps@dc.gov) notifying them that a print job was sent to the printer, quantity submitted, and contact person at the school for delivery.
6. The warehouse will confirm request receipt and provide estimated completion date (to STARS and the school contact). They will notify the school contact upon completion and provide date of delivery.